

# 2024 COMMUNITY GRANT PROGRAM

## Application Guidance

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### Section 1: Community Grant Program Overview

The Community Grant is the City of Guelph's main annual granting program for not-for-profits and charities benefiting Guelph residents. Organizations that are unincorporated (grassroots groups) may apply through a partner that is a not-for-profit organization or registered charity. Organizations may submit one application for a Community Grant for their own work as well as one application to support a grassroots group. The grant application must be completed and submitted online.

In 2019, the Community Grant replaced the Wellbeing Grant connecting to the City of Guelph's Community Plan goals and creating the opportunity for multi-year funding.

The Community Grant is a unique granting opportunity in that it allows organizations to apply for what they need. This may be a stand-alone or one-time project, or it may be support for the operations of the organization applying.

The overall grant budget for 2024 is \$332,600 pending council budget approval. However, because it is a multi-year grant, \$181,500 has already been dedicated to multi-year grants for 2024. This means that there is \$151,100 in grant funds remaining for 2024.

### 2024 Community Grant Timelines

The following is a highlighted timeline to give a sense of how the program will proceed this year.

- 1) Community Grant launch: November 6, 2023
- 2) Community Grant applications closed: December 6, 2023
- 3) Review of applications: December 2023 - March 2024
- 4) Announcement of Grant recipients: early April 2024

### Section 2: How to Apply

This year, the application is moving to an online application submission process. Note that there have been a few minor changes to the application this year. Please read the guide and each question carefully.

**Note that if you are currently receiving a multi-year Community Grant, you are not able to apply again for 2024. An exception is made for organizations receiving a multi-year grant that wish to apply for the City fee funding. To apply for the City fee funding, organizations must submit an online City fee funding application available at [guelph.ca/grants](https://guelph.ca/grants)**

Applications can be submitted using the available online application form that can be accessed at [guelph.ca/grants](https://guelph.ca/grants).

Please ensure your application is complete before submitting.

Following these steps will ensure a smooth application process:

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1. Visit [guelph.ca/grants](https://guelph.ca/grants) to read through Community Grant materials and previous grant recipients
2. Access the community grant policy [here](#) or by visiting [guelph.ca/grants](https://guelph.ca/grants). The policy explains:
  - a. Purpose behind the program
  - b. Program goals
  - c. Eligibility criteria
  - d. Other funding restrictions and exclusions
  - e. Assessment criteria
  - f. Terms and conditions of the grant
3. Read the entire 2024 Community Grant Application Guide
4. Set up a your free DecisionHub account [here](#). Creating an account will allow you to save your work and access your saved work at a later time. All applicants must create an account before proceeding with this application to avoid losing any work. For technical support contact [support@decisionhub.org](mailto:support@decisionhub.org)
5. Select Operational, Project, or City fee grant application [here](#).
6. Download the correct budget template available [here](#). Be sure to download the Excel file to your computer before you begin work on the budget to ensure information and progress is not lost.
7. Download the cover letter [here](#) and have it signed by a signing officer from your organization.
8. Ensure you have an audited financial statement, or unaudited financial statements signed by two officers of your organization.
9. Reach out to staff at [communitygrant@guelph.ca](mailto:communitygrant@guelph.ca) if you have any questions or need any clarification prior to 4:00pm on December 5<sup>th</sup> 2023.
10. Submit a complete application before 4:00 p.m. on December 6<sup>th</sup> 2023. Ensure that the following documents are uploaded with your final application:
  - a. Cover letter
  - b. Completed budget document
  - c. Financial statement(s)

### Section 3: Pick Operational OR Project Grant Application

One of the first steps in your application is to decide whether to apply for the Operational or Project Community Grant. Each organization may only submit one application (unless the organization is acting as a partner for a grassroots group).

Operational grants are to support your organization's operations. This is often to support staffing and other core expenses to support you in doing the main work of your organization. This is often reflected in the main activities of your organization and the Operational Application includes more questions about the work and impact of your organization. Often smaller, stand-alone, organizations whose main activities support mainly Guelph residents apply for operational grants.

Project grants are to support a specific project. These are single projects that require additional support. They can be one-time projects, small capital projects, or stand-alone

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projects separate of your main activities. The Project Application includes questions about both your organization and the project which you are applying for. Often larger organizations, organizations with regional mandates, local chapters of larger organizations, or organizations with one-time projects in mind apply for project grants.

The Operational and Project grant applications are similar but with some important differences. Ensure you have selected the correct application before you begin.

**See section 4 for the Operational Grant guide and Section 5 for the Project Grant guide.**

### Section 4: Operational Application

#### Part 1: Organization Information

##### Organization Information

This part is to provide basic information about your organization and contact information. In this section we've asked applicants to include an organizational website if you have one, as well as your number of incorporation and the year your organization was established.

##### What is the main sector your organization serves?

Select the sector that best represents the work that your organization does. Many organizations work across multiple sectors, so let us know which one your organization best fits in. If none of the options represent your organization, select other.

##### Mission Statement (200 characters)

For your mission statement, you can pull or adapt this from your organizational mission statement. The mission statement is often a brief description of the purpose of your organization or why it exists.

#### Part 2: Eligibility

For eligibility requirements, you will need to be able to answer yes to the following questions.

##### Is your organization in good standing with the City of Guelph?

The City is only able to provide funding to organizations that are in "good standing" with the City. "In good standing" means that the organization is not in litigation with the City. The organization must be current on accounts receivable. The organization must have all relevant City taxes paid.

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### **Is your organization an incorporated not-for-profit or charity?**

This question asks about whether your organization is a not-for-profit or charity. Your organization might be both. To be eligible, organizations must be at least an incorporated not-for-profit.

### **Is your organization non-political?**

This question is asking about the purpose of the organization and whether its activities are partisan. A political organization was formed for political purpose or engages in partisan political activity (activities which support or oppose specific political parties, candidates, or elected officials). Political organizations are considered ineligible for funding.

Non-political organizations are non-partisan and were not formed for a political purpose. They may engage in education, awareness raising, and do some advocacy on behalf of their clients and residents.

### **Does your organization's service boundaries include Guelph, or a portion of Guelph?**

### **Does your organization have at least one service, program, or activity location in the City, OR - 50% or more of participants/individuals served reside in the City?**

Both the above questions are to ensure that the majority of the work conducted by your organization is of benefit to Guelph residents and to meet the City's eligibility criteria. Eligible organization must be able to answer "yes" to both questions.

### **Does your organization have a volunteer board of directors?**

This can include ex-officio members, but is getting at whether your voting board members are volunteer positions. Having a volunteer board of directors is an eligibility criteria.

## **Part 3: Grant Information**

### **How many years of funding would you like to be considered for?**

Select 1, 2, or 3 years.

The City is offering the Community Grant for up to three years of funding for operational grants. If selected for a three-year grant, then you would be able to receive three years of funding pending both annual Community Grant budget approval by council, and annual Community Grant reporting requirements. If selected for a two or three-year grant, there is no need to apply each year until the end of the term.

Note that if you request more than 1 year of funding, you will then be required to provide a financial summary (budget) for your organization for multiple years.

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### **Please enter your funding request by year (up to a maximum of \$15,000 per year)**

Enter the funding amounts for the number of years you are requesting funding. If you selected a two or three-year grant, then you must enter amounts for all years selected.

You may not request more than \$15,000 annually.

### **If the City is not able to fully fund our request, would partial funding be acceptable?**

Select "yes" or "no".

Sometimes, the City is not able to offer the full amount requested to the successful applicant. In those cases, the City may look to award partial funds. Answer "no" if receiving partial funds is not acceptable or could not be used by the organization. Answer "yes" if receiving partial funds would still be useful.

### **Grant applicants may be eligible for additional funding to cover all, or a portion of, City fees incurred as part of the activities you are applying for (up to a maximum of \$3,000 per year). City fees may include items such as facility rentals, event related fees, and City promotions and advertisements. Do your activities involve City fees?**

Select "yes" or "no".

The City of Guelph owns and operates spaces that include gymnasiums, performance theatres, arenas, auditoriums, outdoor sports facilities, meeting/activity rooms, swimming pools, and other facilities. Grant applicants may be eligible for additional funding to cover all, or a portion of, City fees incurred as part of the activities you are applying for. The maximum an organization is eligible to receive for the City fees is \$3,000 per year. The City fee portion of the grant will be considered in addition to your overall grant funding request. Receiving this funding does not guarantee the availability of the space. If funds are awarded and not used the applicant may be required to return the amount funded.

Eligible fees include costs related to facility rentals, event related fees, and City promotions and advertisements. Ineligible fees include property taxes and development charges.

Answer "no" if you will not pay fees to the City for any of the eligible items. Answer "yes" if you will pay fees to the City for the eligible items.

### **If yes, describe the activities that involve City fees. Please also indicate the type of fees incurred (200 characters or less)**

You only need to complete this if you answered "yes" to the previous question. Describe the type of activity you are planning. Include details about the type of fees that will be paid (i.e. facility rental, advertising, parking, signage, emergency services, etc.) and the approximate cost for each item.

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**If applicable, provide an estimate for the total amount the organization will pay in City fees per year.**

You only need to complete this if you answered “yes” to the previous questions. Enter the total amount you expect to spend on City fees per year. Indicate the total dollar figure for Year one, two and three separately (if applicable).

**If your organization is interested in being considered for in-kind resources (IT equipment, office equipment, furniture, etc.), please describe what resources, and how many of each would be needed:**

The City of Guelph is looking to leverage potential surplus resources such as computers, technology, office equipment, office supplies, other resources that may be of use to not-for-profits supporting Guelph residents. While there is no guarantee that such resources will be made available for donation, staff will explore opportunities to match needed contributions with resources available.

If you are interested, please list the type of resources your organization is interested in and how many of each.

**Question 6: Is your organization interested in being entered into a draw to receive complimentary tickets to the community suite at a Guelph Storm game?**

This year, the City of Guelph will arrange for complimentary tickets and access to the community suite. Organizations that are interested in being entered into a draw for this can select “yes”.

### **Part 4: Organization and Program Information**

**Briefly describe the programs/services offered by your organization, including main activities that will be undertaken in the year(s) for which you are requesting funding. (1500 Characters)**

Because you are applying for an operational grant, the Community Grant would go to support the operations of your organization which in turn support the main activities of the organization. This question helps us understand what your organization does, as well as the kind of work that the grant would support.

Since this question is asking about the “year for which you are requesting funding” you may need to think about the coming fiscal year and planned programs/services/activities.

If you are applying for three years of funding and are anticipating new activities or changes to activities in the next three years, this is the opportunity to explain those potential changes.

Note that we’re asking about the “main activities” of the organization. While your organization may engage in various activities, try to focus on a few main activities that demonstrate the value and scope of the work you do.

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**This fund will prioritize applications that reflect and engage Guelph’s equity-deserving communities. Please select from the following to provide more information about the representation of equity-deserving communities in your organization:**

- Our leadership team includes member(s) of an equity-deserving group.
- Our services directly support equity-deserving groups.
- None of the above statements apply.
- We do not currently collect demographic data about our staff, volunteers, and/or participants.

The City of Guelph will prioritize applications from Guelph’s equity-deserving communities as part of the City’s ongoing commitment to equity and the elimination of systemic and structural racism. The term equity-deserving is used to refer to groups who are marginalized by social structures and experience social and financial disadvantages. These groups experience oppression that can take many forms including racism, homophobia, transphobia, ableism, and other forms of oppression.

### **Select which City goal your organization best helps achieve.**

The Community Grant program is aligning with the City’s Community Plan and Strategic Plan. The goals listed in this question are from the City’s Community Plan. Please select whichever goal you believe is most closely aligned with the work of your organization. This question helps us connect your work to the goals of the City and the community and better understand the impact of your work.

To help you select the goal that best matches your work visit the City of Guelph’s [Community Plan webpage](#).

Select one goal from the list.

### **Tell us about the impact your organization makes in the lives of Guelph residents. (1500 characters)**

This question is your opportunity to tell us about how Guelph and the lives of residents are different or changed as a result of your work. While we have an understanding of the main activities of your organization, the number of people impacted, and how you connected to community goals, this question allows us to understand the level of impact of your work.

Some questions to consider when answering this question: What are the issues/needs/opportunities in Guelph that you are addressing? How is your organization helping? What is different as a result of the work of your organization? How do you know it is working?

For this question, you’ll want to be concise but include enough detail to explain the impact.

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### **Briefly describe the target(s) you hope to realistically achieve (600 characters)**

This question is asking about specific targets. For example, you may expect that 80% of people that attend your event will develop meaningful social connections with Guelph residents. Note that if successful, we will ask you to report back on these targets in the Grant Report.

### **Who and how do you partner or collaborate with in delivering your services/programs? (1200 characters)**

This is your opportunity to tell us how you partner and collaborate with others in the community. Feel free to list groups you partner with and offer some brief details as to who is leading the partnership, how you work together, and why the partnership is valuable to your organization.

## **Part 5: People Engaged**

### **How many residents of Guelph will benefit from your organization annually?**

Estimate the number of Guelph residents impacted by your organization in a given year, and specifically for the grant year(s) which you are applying.

The question is separated into three parts. The first is about program participants and/or service users – these are people involved in programs and services. The second part is about audience members – these are people participating in events, festivals, and performances. The third part is about a different group of people “Others” that you may wish to identify.

Enter the number of people in each field. If you enter a number of people in the “others” field than you must provide some detail. Please enter a brief description to tell us how you would describe the people you are thinking of.

## **Part 6: Organizational Capacity**

### **Tell us about the people involved in the work of your organization?**

**How many full-time staff work for your organization?**

**How many part-time staff work for your organization?**

**How many volunteers support your organization?**

**How many volunteer hours do they contribute to your organization?**

For this question, we are interested in the number of people involved in making your work happen. This helps us understand the level of resources you have to make your work happen, and the level of volunteer support.

Please enter the number of staff within your organization, then the number of volunteers involved in your organization, and the number of volunteer hours that they contribute.



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### **Part 7: Financial Notes and Agreements**

The financial section is to understand your organization's budget for your current fiscal year and coming fiscal year(s). The financial summaries help us understand the sustainability of your work and the need for Community Grant funds. Note that the City will not fund 100% of expenses for the organization.

This is your opportunity to provide further information or details about the financial summary and statements. We encourage you to add details if any of the questions apply to the finances you have provided. Some financial statements and budgets can indicate strengths or challenges for your organization. This is your opportunity to clarify your finances and how your organization is leveraging strengths and addressing challenges.

#### **If any, describe your in-kind donations (600 characters)**

If you are receiving significant in-kind donations that support your organization's operations and demonstrate partnerships and support from the community, please describe here. In-kind donations may include program, event, or office supplies, rent, use of equipment, professional services, etc. Also include the estimated value of your in-kind donations.

#### **If any, describe your plans for fundraising (600 characters)**

If you are engaging in significant fundraising efforts, or new fundraising efforts, please describe your plans to achieve your fundraising goals here. Especially indicate significant changes to fundraising compared to previous years. For example, if you have only fundraised \$2,000 in previous years and your fundraising for grant year 1 is projected at \$10,000, how do you plan to reach your goal?

#### **If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (600 characters)**

If you have a significant accumulated surpluses, deficits, or reserves, please describe them here including plans to address deficits or use surpluses. In addition, highlight any restrictions on surpluses/reserves, if applicable. Often some general information can be found in your financial statements, and we are looking for further details here.

#### **If any, explain significant variances between fiscal years (600 characters)**

Sometimes organizations experience significant changes in budget from year to year. Often this is a result of a change to the organization in terms of changes to funding, changes to staffing, changes to the mandate or scope of the organization. Describe the reason behind significant variances here.

#### **Using the budget template provided, upload a complete budget document as a an excel file.**

Using the budget template documents available at [guelph.ca/grants](http://guelph.ca/grants) please download, complete and upload the completed document with your application submission. Please ensure you have downloaded the accurate **OPERATIONAL** application budget template. Please use the budget document to summarize the financial information for your

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organization's current fiscal year, plus an estimate for the coming (requested) fiscal year(s). If you are requesting three years of funding, you must include financial summaries for grant years 1 through 3. If your current fiscal year is not yet complete, please project finances to year-end. The figures must relate to (come from) your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements submitted with your grant application.

Please note the total revenue, expenses and accumulated surplus/deficit will be automatically calculated for each year. The accumulated surplus/deficit (beginning of year) amount for the current year budget should come from your organization's financial statements. This number will be need to be manually entered for each year.

Note that it is possible to apply the community grant funding to your current fiscal year if needed and if it does not duplicate other City of Guelph grant funding. Please keep in mind that staff will notify all grant applicants in April 2024. For example, if your fiscal year ends in August 2024, and you are currently not receiving City grant funding, you may decide to apply the grant in your current year. In that case, Grant Year 1 is again the year you intend to spend the grant funding; however, you should enter your previous completed fiscal year in the "Current Fiscal Year" column.

**Please upload a copy of your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements.**

Please submit a copy of your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements. Please submit this as a single PDF document.

**Download, complete and upload a signed copy of the Community Grant Cover Letter. The cover letter is available for download at [guelph.ca/grants](http://guelph.ca/grants) and must be signed by a signing office from the applicant organization.**

Download, complete and upload a signed copy of the Community Grant cover letter. The cover letter document is available for download at [guelph.ca/grants](http://guelph.ca/grants) and must be signed by a signing office from the applicant organization.

## Section 5: Project Application

### Part 1: Organization Information

#### Organization Information

This part is to provide basic information about your organization and contact information. In this section we've asked applicants to include an organizational website if you have one, as well as your number of incorporation and the year your organization was established.

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### **What is the main sector your organization serves?**

Select the sector that best represents the work that your organization does. Many organizations work across multiple sectors, so let us know which one your organization best fits in. If none of the options represent your organization, select other and tell us about it.

### **Mission Statement (200 characters)**

For your mission statement, you can pull or adapt this from your organizational mission statement. The mission statement is often a brief description of the purpose of your organization or why it exists.

## **Part 2: Eligibility**

For eligibility requirements, you will need to be able to answer yes to the following questions.

### **Is your organization in good standing with the City of Guelph?**

The City is only able to provide funding to organizations that are in “good standing” with the City. “In good standing” means that the organization is not in litigation with the City. The organization must be current on accounts receivable. The organization must have all relevant City taxes paid.

### **Is your organization an incorporated not-for-profit or charity?**

This question asks about whether your organization is a not-for-profit or charity. Your organization might be both. To be eligible, organizations must be at least an incorporated not-for-profit.

### **Is your organization non-political?**

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Non-political organizations are non-partisan and were not formed for a political purpose. They may engage in education, awareness raising, and do some advocacy on behalf of their clients and residents.

### **Does your organization’s service boundaries include Guelph, or a portion of Guelph?**

**Does your organization have at least one service, program, or activity location in the City, OR - 50% or more of participants/individuals served reside in the City?**

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Both Questions above are to ensure that the majority of the work conducted by your organization is of benefit to Guelph residents and to meet the City's eligibility criteria. Eligible organization must be able to answer "yes" to both questions.

### **Does your organization have a volunteer board of directors?**

This can include ex-officio members, but is getting at whether your voting board members are volunteer positions. Having a volunteer board of directors is an eligibility criteria.

## **Part 3: Grant Information**

### **Please enter your funding request. (Maximum of \$15,000)**

Enter the funding amount requested for your project.

You may not request more than \$15,000.

### **If the City is not able to fully fund our request, would partial funding be acceptable?**

Select "yes" or "no".

Sometimes, the City is not able to offer the full amount requested to the successful applicant. In those cases, the City may look to award partial funds. Answer "no" if receiving partial funds is not acceptable or could not be used by the organization. Answer "yes" if receiving partial funds would still be useful.

### **Grant applicants may be eligible for additional funding to cover all, or a portion of, City fees incurred as part of the activities you are applying for (up to a maximum of \$3,000 per year). City fees may include items such as facility rentals, event related fees, and City promotions and advertisements. Do your activities involve City fees?**

Select "yes" or "no".

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Eligible fees include costs related to facility rentals, event related fees, and City promotions and advertisements. Ineligible fees include property taxes and development charges.

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Answer “no” if you will not pay fees to the City for any of the eligible items. Answer “yes” if you will pay fees to the City for the eligible items.

**If yes, describe the activities that involve City fees. Please also indicate the type of fees incurred (200 characters or less)**

You only need to complete this if you answered “yes” to the previous question. Describe the type of activity you are planning. Include details about the type of fees that will be paid (i.e. facility rental, advertising, parking, signage, emergency services, etc.) and the approximate cost for each item.

**If applicable, provide an estimate for the total amount the organization will pay in City fees per year.**

You only need to complete this if you answered “yes” to the previous questions. Enter the total amount you expect to spend on City fees in 2024.

**If your organization is interested in being considered for in-kind resources (IT equipment, office equipment, furniture, etc.), please describe what resources, and how many of each would be needed:**

The City of Guelph is looking to leverage potential surplus resources such as computers, technology, office equipment, office supplies, and other resources that may be of use to not-for-profits supporting Guelph residents. While there is no guarantee that such resources will be made available for donation, staff will explore opportunities to match needed contributions with resources available.

If you are interested, please list the type of resources your organization is interested in and how many of each.

**Is your organization interested in being entered into a draw to receive complimentary tickets to the community suite at a Guelph Storm game?**

The year, the City of Guelph will arrange for complimentary tickets and access to the community suite. Organizations that are interested in being entered into a draw for this can select “yes”.

### Part 4: Organization and Project Information

**Briefly describe the programs/services offered by your organization. (600 characters)**

Even though you are applying for a Project grant, this question helps us better understand what your organization does.

**Briefly describe the project which you are applying for funding. (1200 characters)**

Tell us more about the project you plan to implement. This question helps us have a better understanding of what you will do with the grant funds. Feel free to refer to these questions to help guide your response:

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- Who is the project for?
- What will it do?
- Why is this stand-alone project important to your organization and the community?
- What will the project look like for Guelph residents?
- How will they participate?

### **Tell us about the impact your project makes in the lives of Guelph residents. (1500 characters or less)**

This question is your opportunity to tell us about how Guelph and the lives of residents are different or changed as a result of your project. While we have an understanding of the number of people impacted, and how you connected to community goals, this question allows us to understand the level of impact.

Some questions to consider when answering this question:

- What are the issues/needs/opportunities in Guelph that you are addressing?
- How is your project helping?
- What is different as a result of the project?
- How do you know it is working?

For this question, you'll want to be concise but include enough detail to explain the impact.

### **Briefly describe the target(s) you hope to realistically achieve (600 characters)**

This question is asking about specific targets. For example, you may expect that 80% of people that attend your event will develop meaningful social connections with Guelph residents. Note that if successful, we will ask you to report back on these targets in the Grant Report.

### **Who and how do you partner or collaborate with in delivering your project? (1200 characters or less)**

This is your opportunity to tell us how you partner and collaborate with others in the community to deliver your project. Feel free to list groups you partner with and offer some brief details as to who is leading the partnership, how you work together, and why the partnership is valuable to the project.

### **This fund will prioritize applications that reflect and engage Guelph's equity-deserving communities. Please select from the following to provide more information about the representation of equity-deserving communities in your organization:**

- Our leadership team includes member(s) of an equity-deserving group.
- Our services directly support equity-deserving groups.
- None of the above statements apply.
- We do not currently collect demographic data about our staff, volunteers, and/or participants.

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The City of Guelph will prioritize applications from Guelph’s equity-deserving communities as part of the City’s ongoing commitment to equity and the elimination of systemic and structural racism. The term equity-deserving is used to refer to groups who are marginalized by social structures and experience social and financial disadvantages. These groups experience oppression that can take many forms including racism, homophobia, transphobia, ableism, and other forms of oppression.

### **Select which City goal your project best helps achieve.**

The Community Grant program is aligning with the City’s Community Plan and Strategic Plan. The goals listed in the drop-down menu are from the City’s Community Plan. Please select whichever goal you believe is most closely aligned with the work of your organization. This question helps us connect your work to the goals of the City and the community and better understand the impact of your work.

To help you select the goal that best matches your work visit the City of Guelph’s [Community Plan webpage](#).

Select one goal from the drop-down menu.

## **Part 5: People Engaged**

### **How many residents of Guelph will benefit from your project?**

Estimate the number of Guelph residents impacted by your project.

The question is separated into three parts. The first is about program participants and/or service users – these are people involved in programs and services. The second part is about audience members – these are people participating in events, festivals, and performances. The third part is about a different group of people “Others” that you may wish to identify.

Enter the number of people in each field. If you enter a number of people in the “others” field than you must provide some detail. Please enter a brief description to tell us how you would describe the people you are thinking of.

## **Part 6: Organizational Capacity**

**Tell us about the people involved in your project.**

**How many full-time staff will support your project?**

**How many part-time staff will support your project?**

**How many volunteers support your project?**

**How many volunteer hours do they contribute to your project?**

For this question, we are interested in the number of people involved in engaged in making your work happen. This helps us understand the level of resources you have to make your work happen, and the level of volunteer support.

Please enter the number of staff with your organization, then the number of volunteers involved in your project, and the number of volunteer hours that they contribute.

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### Part 7: Financial Notes and Agreements

This is your opportunity to provide further information or details about the financial summary and statements. We encourage you to add details if any of the questions apply to the finances you have provided. Some financial statements and budgets can indicate strengths or challenges for your organization. This is your opportunity to clarify your finances and how your organization is leveraging strengths and addressing challenges.

#### **If any, describe your in-kind donations (600 characters)**

If you are receiving significant in-kind donations that support your project and demonstrate partnerships and support from the community, please describe here. In-kind donations may include program, event, or office supplies, rent, use of equipment, professional services, etc. Also include the estimated value of your in-kind donations.

#### **If any, describe your plans for fundraising (600 characters)**

If you are engaging in significant fundraising efforts, or new fundraising efforts, please describe your plans to achieve your fundraising goals here. Especially indicate significant changes to fundraising compared to previous years. For example, if you've only fundraised \$2,000 in previous years and your fundraising for grant year 1 is projected at \$10,000, how do you plan to reach your goal?

#### **If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (600 characters)**

If you have significant accumulated surpluses, deficits, or reserves, please describe them here including plans to address deficits or use surpluses. Also highlight any restrictions on surpluses/reserves, if applicable. Often some general information can be found in your financial statements, and we are looking for further details here.

#### **If any, explain significant variances between fiscal years (600 characters)**

Sometimes organizations experience significant changes in budget from year to year. Often this is a result of a change to the organization in terms of changes to funding, changes to staffing, changes to the mandate or scope of the organization. Describe the reason behind significant variances here.

#### **Using the budget template provided, upload a complete budget document as an excel file.**

Using the budget template documents available at [guelph.ca/grants](http://guelph.ca/grants) please download, complete and upload the completed document with your application submission. Please ensure you have downloaded the accurate **PROJECT** application budget template. Please use the budget document to summarize the financial information for your organization's current fiscal year, plus an estimate for the coming (requested) fiscal year. If your current fiscal year is not yet complete, please project finances to year-end. The figures must relate to (come from) your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements submitted with your grant application.



# 2024 COMMUNITY GRANT

## Application Guidance

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In the second table, please summarize the financial information for your project in the current fiscal year, plus an estimate for the coming (request) fiscal year. If the project is not happening in the current year (for example with one-time projects), then the current year should still be filled out with "\$0" in each revenue and expense.

The total revenue, expenses, and accumulated surplus/deficit amounts will automatically calculate however you will need to manually enter the accumulated surplus/deficit beginning and end of year. The accumulated surplus/deficit (beginning of year) amount for the current year budget should come from your organization's financial statements.

Note that it is possible to apply the community grant funding to your current fiscal year if needed and if it does not duplicate other City of Guelph grant funding. Please keep in mind that staff will notify all grant applicants in April 2023. For example, if your fiscal year ends in August 2024, and you are currently not receiving City grant funding, you may decide to apply the grant in your current year. In that case, Year 1 is again the year you intend to spend the grant funding; however, you should enter your previous completed fiscal year in the "Current Year" column.

**Please upload a copy of your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements.**

Please submit a copy of your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements. Please submit this as a single PDF document.

**Download, complete and upload a signed copy of the Community Grant Cover Letter. The cover letter is available for download at [guelph.ca/grants](http://guelph.ca/grants) and must be signed by a signing office from the applicant organization.**

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